



City of Highland

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT BUILDING AND ZONING DIVISION

VARIANCE APPLICATION

When an applicant feels that the strict application of the requirements of the Zoning Regulations would create an undue hardship, they may request a variance from the Combined Planning and Zoning Board. The Combined Planning and Zoning Board must base its decision, to as great a degree as possible, on factual evidence and not the personal opinion of the applicant, neighbors, or others. The request for a variance should be based on a conflict between the restrictions on the development of the property due to the Zoning Regulations and the restrictions on the development of the property due to its physical characteristics. A variance should be issued only to the specific restrictions on physical construction and not to the list of permissible land uses within a given zone.

1. Application and Fees: Every application for a variance shall be filed with the Administrative Official on forms provided by the City along with a **\$200.00** review and processing fee established pursuant to Section 90-067. The administrator shall promptly route the application, to the Combined Planning and Zoning Board. The application shall contain sufficient information to allow the Board to make an informed decision, and shall include, at a minimum, the following:
 - a. Name and address of the applicant and a listing of the name and address of the owners of all property located within **250** feet of the boundaries of the property included in the application;
 - b. Location of the structure/use for which the variance is sought;
 - c. Relationship of the structure/use to existing structures/uses on adjacent lots;
 - d. Specific section of this chapter containing the requirements which, if strictly applied, would cause a serious problem;
 - e. Any other pertinent information that the administrator may require; and
2. Public Hearing: The Combined Planning and Zoning Board shall hold a public hearing on each zoning variance request within a reasonable time after the variance application is submitted to them. At the hearing, any interested party may appear and testify, either in person or by duly authorized agent or attorney. Notice indicating the time, date and place of the hearing, and the nature of the proposed variance, shall be given not more than 30 nor less than 15 days before the hearing by:
 - a. First class mail to the applicant and to all parties whose property would be directly affected by the proposed variance. and
 - b. Publication in a newspaper of general circulation within this City.
3. Standards for Consideration: The Combined Planning and Zoning Board shall not grant any zoning variance unless, based upon the evidence presented to them, they determine that the proposed variance meets the requirements below and as noted in Section 90.093 of the Zoning Code and also provided in the Application Checklist located at the end of this Section.
 - a. The applicant acquired his property in good faith and where by reason of exceptional

narrowness, shallowness or shape of his specific piece of property at the time of the effective date of this code, or where by reasons of exceptional topographical conditions or other extraordinary circumstances, that the strict application of the terms of the Zoning Regulations actually prohibit the use of this property in the manner similar to that of other property in the zoning district where it is located

- b. That the proposed variance is consistent with the general purpose of City's Zoning Code. (Section 90.001)
 - c. Strict application of the Chapter of which the variance is being requested would constitute unnecessary hardship upon the property owner represented in the application;
 - d. The proposed variance is the minimum deviation from such requirements that will alleviate the difficulties/hardship and allow a reasonable return on the property;
 - e. The variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zoning district and is not created by an action or actions of the property owner or applicant.
 - f. The peculiar circumstances engendering the variance request are not applicable to other property within the district, and therefore, that a variance would be a more appropriate remedy than an amendment (rezoning), and
 - g. The variance, if granted, will not alter the essential character of the area where the premises in question are located, nor materially frustrate the implementation of this City's comprehensive plan.
4. Supplemental Requirements: In granting a variance, the Board may impose such conditions, safeguards and restrictions upon the premises benefited by the variance as may be necessary to reduce or minimize any potentially injurious effect of such variance upon other property in the neighborhood, and to carry out the general purpose and intent of these regulations.
 5. Basis for Decision-Making: The Combined Planning and Zoning Board shall render a decision on every zoning variance request within a reasonable time after the public hearing. In accordance with Illinois State Statute (65 ILCS 5/11-13-11), the Combined Planning and Zoning Board shall specify the terms of relief granted, if any, in one statement, and their findings of fact in another statement. The findings of fact shall clearly indicate the Board's reasons for granting or denying any requested variance.

EXHIBIT "A"
Variance Application

Return Form To:

Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-7115
(618) 654-1901 (fax)

For Office Use Only

Date Submitted: _____
Filing Fees: _____
Date Paid: _____
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____
Zoning File #: _____

APPLICANT INFORMATION:

Applicant: _____ Phone: _____
Address: _____ Zip: _____
Email Address: _____
Owner: _____ Phone: _____
Address: _____ Zip: _____
Email Address: _____

PROPERTY INFORMATION:

Street Address of Parcel ID of Property: _____
Present Use of Property: _____
Proposed Use of Property: _____
Variance Requested: _____

Code Section: _____

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

<i>The Combined Planning and Zoning Board shall not grant any zoning variance unless, based upon the evidence presented to them, they determine that:</i>	Yes	No
1. <u>Property Acquisition:</u> The property was acquired in good faith and strict application of the terms of the Zoning regulations would prohibit the use of the property.		
2. <u>Zoning Code Compliance:</u> The granting of the variance desired will not be opposed to the general spirit and intent of the zoning regulations.		
3. <u>Hardship:</u> Strict application of this Chapter of which the variance is requested would constitute unnecessary hardship upon the property owner represented in the application;		
4. <u>Minimal Deviation:</u> The proposed variance is the minimum deviation from such requirements that will alleviate the difficulties/hardship and allow a reasonable return on the property;		
5. <u>Uniqueness:</u> The variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zoning district and is not created by an action or actions of the property owner or applicant.		
6. <u>Public Interest:</u> The variance is not applicable to other property within the district, and therefore, that a variance would be a more appropriate remedy than an amendment (rezoning), and		
7. <u>Comprehensive Plan Compliance:</u> The variance, if granted, will not alter the essential character of the area where the premises in question are located, nor materially frustrate the implementation of this City's comprehensive plan.		

THE FOLLOWING ITEMS MUST ACCOMPANY YOUR APPLICATION:

1. One copy of a legal description AND warranty deed of the property. If the applicant is not the property owner, a notarized letter from the property owner granting the applicant permission to apply for the request will be required.
2. A current plat, site plan, survey, or other professional illustration.
3. One copy of a narrative statement describing the impact of the proposed change, including the purpose of the request, the desired land use, any traffic conditions that may result, how the proposed change may affect the character of the surrounding properties, and how the proposed change will benefit the City of Highland.
4. Application fee.
5. A stamped copy from the Madison County Maps and Plats Department identifying all property owners within 250 feet of the subject property (see Exhibit "B").
6. Any other information required by planning staff (i.e. landscaping plan, elevation plan, exterior lighting plan, etc).

I HAVE READ AND UNDERSTAND THE ABOVE CITY OF HIGHLAND PETITION TO THE COMBINED PLANNING & ZONING BOARD REQUIREMENTS.

Applicant's Signature

Date

EXHIBIT "B"

SUMMARY OF PROPERTY OWNERS

All applicants shall attach a stamped copy of the computer listing of the most recent tax records available from Madison County Maps & Plats Department for the subject property and Names and Addresses of all property owners within 250 feet of subject property boundaries, excluding adjacent right-of-ways. Please be advised that the Maps and Plats Department has a processing fee of \$10 plus \$0.25 per parcel report.

The Madison County Maps and Plats Department may be reached at 157 North Main Street, Suite 229, Edwardsville, IL or (618) 692-7040 EXT 4586.

Subject Property Address: _____

Parcel ID Number: _____

Property Owner Name: _____

Please submit to highlandzoning@highlandil.gov